

# 2021-2022 District Contest Registration Instructions

## Creating a Teacher Account

- Teachers need to register **before** their students can begin to register. Follow the steps below to begin registration.
- Go to <https://register.nhd.org/contests> and scroll down to **IOWA**.
- Select the district contest you are planning to attend in the spring of 2022.

**TIP: Save your district contest URL so you can easily access it throughout the year.**

- Click **Create Account** in the toolbar, then select **Teacher** from the drop-down menu.
- Insert your first name, last name, and email address. Click the checkbox next to **I am Not a Robot**. Then, click the blue **Next** button.
- Complete the Teacher's Personal Information section. Then, click the blue **Next** button.
- Complete the School section. Then, click the blue **Next** button.
- Complete the Additional Information section. Then, click the blue **Next** button.
- Complete the Teacher's Permissions and Waivers section. Then, click the blue **Next** button.
- Registration is complete. Your username will appear on this screen. Record your system username and password.
- You will receive a registration confirmation email from Zfairs. Check your spam folder if you did not receive the email.

## Logging into Teacher Account (After Registering)

- Go to <https://register.nhd.org/contests> and scroll down to **IOWA**.
- Select the district contest you are planning to attend in the spring of 2022.

**TIP: Save your district contest URL so you can easily access it throughout the year.**

- Click **Login** in the top right corner.
- Insert your username and password.
  - If you forgot your username and/or password, click the white **Forgot Password / Username** button and follow the prompts to reset.

## Logging Out of Teacher Account

- Click your name in the top right corner.
- Select **Logout** from the drop-down menu.

## Editing Teacher Account Information

- After logging in to your teacher account, click your name in the top right corner.
- Select **My Profile** from the drop-down menu to edit your personal information before registration ends.
- Select **Change Password** to change the password for your account.

### **Checking Your Students' Registration Progress**

- After logging in to your teacher account, click **My Students** in the top toolbar.
- This page lists each of your students. Click on a name to bring up a pop-up menu. You can **Edit/View Participant** profile, **Link/Unlink** Projects, and **Email Participants**. This is optional, and it can only be done before contest registration closes.